

Job Search Checklist

V

VOICE MAIL

Make sure it is set up and your outgoing message is polite and professional.

This could be the first contact a potential employer has with you.



EMAIL

Your email should be accessible to you at all times. Check it daily. If you don't have one already, set up a personal account just for your job search using Google or similar service. Make sure your email address is also something professional (*yourname@gmail.com*).



RESUME

Get your resume updated. Have the ability to customize it for each job you are applying for. Highlight the specific skills they are looking for. Have several clean copies with you when you go to an interview or job fair. Use a PDF version for emailing and uploading if possible. We can help you with your resume and cover letters.



SEARCH

Check online job sites daily (for example: jobs4tn.gov, usajobs.gov, etc.).

New opportunities are added constantly.

Also check specific company career or job pages as some may not post to other services.



STAY IN CONTACT

Keep in touch with us through your job search.

Answer calls, texts and emails as we may have a lead or a potential opportunity for you. Keep us informed as to your progress and be sure to ask us any questions you may have. We want to make sure we are doing our best to help you!



